

# JUSTICE OTASOWIE

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Energetic and dedicated online student with a strong foundation in time management and a track record of over achieving and actualizing my daily goals. Eager to apply a strong work ethic and collaborative spirit to new challenges and opportunities for growth.

## EXPERIENCE

### **July 2024 – Anticipated End of Contract 2025**

**Data Entry specialist**, SPRINGBOARD, USA.

As an Indexer and a Reviewer, I was able to meet my daily target and also over achieve my daily targets.

### **JAN.2012 – APR.2014**

**Administrative Assistance**, EDO STATE MINISTRY ENVIRONMENT, BENIN CITY.

Monitoring Attendance of workers, And Generating of Payroll of workers.

## EDUCATION

### **SEPT 2024 to Anticipated Date of 2026**

**BSc. Marriage, Family and Human Services**, BRIGHAM YOUNG UNIVERSITY, IDAHO USA.

### **OCT 2018**

**BSc. Industrial Chemistry**, AMBROSE ALLI UNIVERSITY, NIGERIA.

Graduated With Second Class Honors.

## SKILLS

- Excellent communication skills
- Excellent managerial skills
- Proficient use of computers
- Leadership and analytical skills
- Self-starter

## ACTIVITIES

I'm a good empathetic listener. I help in rendering of volunteer services in my community like cleaning, teaching to succeed in school, sensitization and orientation of communities on important topics like environmental pollution and health safety.